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18 June 1969

**MEMORANDUM FOR THE RECORD**

**SUBJECT: Language Development Program**

A meeting on the Language Development Program was held at Headquarters on 17 June 1969. In attendance were

25X1

The primary purpose of the meeting was for SSS/MSD to present a proposed Language package (see attached) concerning the Language Development Program outlining in detail the changes/additions to the current Position Control Register and the objectives of the new Language Control Register (LCR).

The following is a synopsis of the various points concerning the LCR covered throughout the meeting.

a. Reading, Writing and Speaking are the proficiency factors that will be used.

b. No attempt will be made to match the man-proficiency factors with the language requirement factors.

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c. It is possible to have and & or conditions against positions and units. I.e., French with (and) German, or Spanish.

d. It is anticipated that ten (10) will be the maximum number of individual languages making up the requirement for a given language unit.

e. Normally, the office level is the highest level of organization to which language requirements will be placed. Encouragement is being given to all personnel officers listing requirements to code them at the lowest possible level.

25X1 f. [ ] will group the various dialects of a language into general groupings and assign unique codes for use in the LDP only. These unique codes will be used to facilitate listing a requirement for a language which encompasses all/some of the dialects to ensure an employee possessing one of the dialects will appear on the LCR.

g. The LCR will initially be produced quarterly and possibly after a year of production, will be cut back to a semi-annual run.

h. The majority of language requirements will not be received until 1 Sept. 1969.

25X1 i. [ ] indicated that the Placement Division, O/P, will monitor the assignment of employees into language positions ensuring that the necessary waiver is received in cases where the employee does not satisfy the language requirement.

25X1 j. [ ] indicated that it will probably be necessary to produce an annual report indicating only the employees that have had their language proficiency tested.

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25X1 k. In accordance with the revised directive HR [ ] dated 10 March 1969, the complete Language Development program should be running smoothly by 1 January 1971.

l. The Language Development Committee will forward to Chief, HRS a memo endorsing the proposed Language package.

25X1 m. [ ] will have the Office of Personnel initiate a work order instructing SSS/MSD to make the necessary changes/additions to the current Position Control Register and establish the new Language Control Register.

In summary, the Language Development Committee was very impressed with the proposed Language package and consequently fully endorsed it with the one modification to include general language groupings.

The initial L.C.R. will be a pilot program to the Manpower Control Staffing System. Experience gained in this exercise will be helpful in formulating the new Staffing System.

15/  
[ ]  
Group Leader/SSS

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